



INDIANA EMERGENCY RESPONSE COMMISSION

MEETING MINUTES

Meeting Details

Date: May 8, 2023

Time: 1:30 PM

Location: In person and virtually via Microsoft Teams – Pursuant to [IC 5-14-1.5-3.6](#)

Member Attendance

Name	Present		Means of Participation
	Yes	No	
Stephen Jones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
Clayton Kinder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Michael White	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Peggy Dorsey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Chris Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electronic Means (MS Teams)
Matt Bilkey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
Jeff Larmore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Cara Cyrus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
Shawn French	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
Bruce Palin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Vincent Griffin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
James Pridgen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person

Notes

Additional information may be available at the [DHS Boards and Commissions Page](#).

Hillary Egan, Erin Miller, and Jackie Pulley, all from IDHS, also in attendance.

IDHS Arson Investigation Section Chief Clayton Kinder acted as Chairman in Fire Marshal Jones' absence.

- Call to Order:** At 9:01 a.m. Chairman Kinder called the May 8, 2023, Indiana Emergency Response Commission (IERC) meeting to order. Some members attended the meeting electronically by videoconference and teleconference call through Microsoft Teams, pursuant to the requirements of [Indiana Code § 5-14-1.5-3.6](#).
 - Roll Call and Quorum:** A roll call was conducted to determine member attendance. The results are included above.
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3. **Roster Approval.** The IERC reviewed the submitted LEPC roster changes as posted in the meeting materials. The IERC approved the changes by a vote of 8-0.

Motion: Approve the roster changes.

Name	Vote	
	Yes	No
Stephen Jones	<input type="checkbox"/>	<input type="checkbox"/>
Clayton Kinder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael White	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peggy Dorsey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Bilkey	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Larmore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cara Cyrus	<input type="checkbox"/>	<input type="checkbox"/>
Shawn French	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Palin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vincent Griffin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Pridgen	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. **Review and Action on January 2022 Meeting Minutes:** The IERC reviewed the January 9, 2023 Meeting Minutes, as posted in the meeting materials. The IERC **approved** the minutes with corrections, by a vote of 8-0.

Motion: Approve the minutes.

Name	Vote	
	Yes	No
Stephen Jones	<input type="checkbox"/>	<input type="checkbox"/>
Clayton Kinder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael White	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peggy Dorsey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Bilkey	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Larmore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cara Cyrus	<input type="checkbox"/>	<input type="checkbox"/>
Shawn French	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Palin	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Vincent Griffin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Pridgen	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Old Business

a. Commissioner Participation

IDHS legal representative Hillary Egan provided further clarification as to the requirements for the Commission to meet quorum. Quorum was not met at the last meeting. Ms. Egan noted that the IERC is a 13-member commission and needs seven (7) members present to meet quorum; even though there are current vacancies on the Commission seven (7) members must be present.

b. Report Due Date Changes

Mr. White noted that many of the due dates for submission of compliance reports were created by the IERC as rule so they can be changed. The suggested due date changes are as follows:

Roster Report—April 15th

Bylaws—April 15th

Fiscal Report—October 31st

The legal notice and exercise proposal will stay the same, January 31st and May 1st respectively.

Further discussion about changing the due date for the LEPC plan will be needed, as it is in Indiana Code.

c. Fiscal Report Process

Mr. White briefly reiterated the necessity to revise the fiscal report submission and review



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process. Currently, Ms. Miller and Ms. Pulley receive varied versions of fiscal reports, varying from budgets to handwritten reports, auditor's reports of funds other than Fund 1152, etc. The proposed solution is to standardize what the LEPCs submit and to revise the process that Ms. Miller and Ms. Pulley review and approve the reports. More information will be provided at the July meeting.

Mr. Larmore enquired as to whether training will be provided to the LEPCs once the revision process is complete. Mr. White confirmed that training to the LEPCs will be provided.

6. New Business

a. New IDHS Email Address Contacts, New IDHS Mass Email Process

Mr. White reported that the IERC now has a new email address for LEPCs to use, which is ierc@dhs.in.gov. There is also a new email address for LEPCs to use, IndianaLEPC@dhs.in.gov. The intent for both emails is so that the LEPC/IERC staff at IDHS can all view the inbox. If your county's LEPC Program Manager is on vacation, you will not have to wait an extended amount of time to receive an answer.

LEPC/IERC Program Managers will no longer be sending mass emails. IDHS policy now states that any email that goes to ten (10) or more people must be sent through the IDHS Public Information Office review process and will then be sent out through a PIO email address. All major communication from the LEPC/IERC program will be sent out this way.

b. Approved Training List

The IERC approved vendor and training list has not been updated since its creation. Mr. White reported that he had been approached and asked if a certain vendor who had appropriate credentials could provide services even though they had not been added to the approved training list. At the March meeting, Chairman Jones noted that since LEPCs are county boards, the IERC cannot tell the LEPCs who or who not to use.

Many LEPCs have known vendors that they have used for many years. However, it was suggested that the IERC provide a recommended resource list for less connected LEPCs or LEPCs with new board members to aid in locating and scheduling hazmat training.

Mr. Larmore noted that a recommended list would be helpful but that it will require work. Mr. Larmore suggested that LEPCs provide which vendors they have used to aid in this process.

Mr. White suggested to break down the recommended list into different categories, for example, exercise, federal, training, purchasing resources, etc.

It was pointed out that a potential drawback of a recommended list would be some vendors feeling that since they were not on the list, they did not receive business.



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Mr. Pridgen enquired about the legal ramifications of having this recommended list and an incident occurring. Further discussion is needed.

c. Funding Recommendations

Ms. Miller reported that she and Ms. Pulley created a spreadsheet showing the dates for when each county submitted their various reports. The Commission reviewed the spreadsheet and voted to approve funding recommendations for the counties who submitted all the correct paperwork.

Name	Vote	
	Yes	No
Stephen Jones	<input type="checkbox"/>	<input type="checkbox"/>
Clayton Kinder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael White	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peggy Dorsey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Bilkey	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Larmore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cara Cyrus	<input type="checkbox"/>	<input type="checkbox"/>
Shawn French	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Palin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vincent Griffin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Pridgen	<input checked="" type="checkbox"/>	<input type="checkbox"/>

d. Chemical Requirements for Exercises

Mr. White reported that during the LEPC workshops, many LEPCs expressed frustration with the current exercise requirement to include an EHS chemical. Many counties only have one EHS chemical and exercising that one chemical time and again allows for the potential of complacency and diminishing participation.

Mr. White proposed that other potentially hazardous chemicals be used as long as there is a legitimate plan in place. The parameters will be discussed further and provided to the LEPCs. The IDHS hazmat specialists will review the exercise proposals to determine if the LEPC has provided sufficient justification for the use of a non-EHS chemical. An EHS chemical will still be preferred but there will not be penalization for using a non-EHS chemical that has received approval.

e. Lithium-Ion Batteries



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Mr. White was approached by an LEPC that enquired if they could use LEPC funds to purchase an electric vehicle plug. This plug, once plugged in, will make the vehicle think it is charging and will stop the vehicle from moving. Fire fighters can use this on an accident scene to mitigate the potential for the lithium-ion battery inside the car to catch fire. The Commission asked for more information that Mr. White can provide at the July meeting. Mr. White stated that fire departments in New York, California, and Washington DC have acquired these plugs.

7. Public Comments

a. Michael Fincher- Carroll County

Michael Fincher, Carroll County, addressed the Commission, representing District 4. Mr. Fincher expressed his frustration with aspects of the new Plan Module in Tier II Manager, particularly the eight (8) questions for facilities.

8. **Next Meeting** – September 18, 2023, at 1:30pm Eastern Time at the Gibson County Courthouse North Annex, Commissioners’ Meeting Room, 225 N Hart St., Princeton, IN 47640.

A public notice with specific details regarding the format of the meeting will be provided on the [IDHS Boards and Commissions Page](#) in advance of the meeting date.

9. **Adjournment** – The Commission voted to adjourn the meeting with a vote of 8-0.

Name	Vote	
	Yes	No
Stephen Jones	<input type="checkbox"/>	<input type="checkbox"/>
Clayton Kinder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael White	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peggy Dorsey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Bilkey	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Larmore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cara Cyrus	<input type="checkbox"/>	<input type="checkbox"/>
Shawn French	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Palin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vincent Griffin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Pridgen	<input checked="" type="checkbox"/>	<input type="checkbox"/>